

ADCC Name: Windward Senior Day Care
 Compliance Manager Name:

Community Ties of America, Inc
 45-955 Kamehameha Highway, Suite 300
 Kaneohe, HI 96744

Fax: 877-576-0711

Date of Review: 7/1/16		Last Date items below must be submitted to CTA:	
Check Item	H.A.R. 17-1424 Chapter #	Chapter Heading	Item(s) Required To Meet Compliance
OK	3	Application for Certificate of Approval	
OK	11	Administration	
X	12	Personnel and Staffing	Protective Services 346-335 - Staff needs current APS/CAN/eCrim/Fingerprints. See list. 17-1424-12- (b)(4) - Staff needs annual physical and TB clearance. See List.
X	13	Admissions	17-1424-13 - (b) - Participant needs a current physical and TB clearance.
OK	14	Participant Fees	
OK	15	Transportation	
OK	16	Services for Center Participants	
OK	17	Physical Location	
OK	18	Fire Protection	
OK	19	Other Disasters and Evacuations	

The CTA Compliance Manager has reviewed the above items with me and has provided me with a copy of this form. It is my responsibility to correct all items listed above and provide proof of same to CTA within the timeframe stated above.

I understand that all items should be submitted to CTA all at one time before the due date.

If this box is checked then I understand that I met all requirements and no corrective action is required

PRINT NAME: Allison Bean

SIGNATURE: 

Date: 7/1/16

I can fax, email or mail the items to the CTA compliance manager using contact information given to me.



Windward Senior Day Care Center
77 N. Kainalu Drive
Kailua, HI 96734

July 19, 2016

The statements made on this plan of correction are not an admission to and do not constitute an agreement with the alleged deficiencies therein. To remain in compliance with all State of Hawaii regulations Windward Senior Day Care Center has taken actions set forth in the following plan of correction. The plan of correction constitutes WSDCC's allegation of compliance such that all alleged deficiencies cited have been or will be corrected by the dates cited.

Rule: Protective Services 346-335 Windward Senior Day Care Center has sent CTA updated APS/CAN/Fingerprinting and eCrim backgrounds for all employees based on their date of hire. A comprehensive list with timetables has been created to determine employee APS/CAN/FP and eCrim reports in the future.

Rule: 17-1424-12-(b)(4) Windward Senior Day Care Center has sent CTA current physical examination reports and TB clearances for all employees on staff. A spreadsheet with employee information, PE expiration and TB expiration has been placed on the company computer and will be reviewed monthly as to ensure WSDCC is meeting compliance with current employee information.

Rule: 17-1424-13-(b) Participant has provided documentation to the center of a current physical examination and TB clearance and this has been sent to CTA. A spreadsheet with participant information, PE expiration, and TB expiration will be maintained on the company computer and will be reviewed monthly as to ensure WSDCC is meeting compliance.

A handwritten signature in black ink, appearing to read 'Allison Bean', with a flourish at the end.

Allison Bean
Executive Director